Office of the State Controller Revised Alert # 188



TO:

Controllers and Chief Fiscal Officers of State Departments

and Higher Education Institutions and Boards

FROM:

David J. McDermott, State Controller

DATE:

December 4, 2009

SUBJECT:

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ARRA Meeting Notice - Changes for Next Reporting Cycle

The OSC and OIT are hosting a joint meeting to provide a refresher on ARRA reporting requirements and changes for the next quarterly reporting cycle. It is highly recommend that agencies and institutions of higher education attend this meeting. The date, time, and location are as follows:

Wednesday, December 16, 2009 9:00 AM to 12:00 PM Camp George West 15055 S Golden Rd, Bldg 100 Golden, CO 80401-3990

Note: Parking is free, however space is limited. Carpooling is advised.

Please contact Jennifer Henry at <u>jennifer.henry@state.co.us</u> or 303-866-3809 if you have questions.

COFRS Scheduled Closure on Furlough Days

COFRS will be unavailable for processing on scheduled furlough days. This is a change from COFRS availability on the previous furlough days. The days affected are as follows:

December 31, 2009

April 2, 2010

January 15, 2010 February 12, 2010

May 28, 2010

Please contact Dave Cuneo at dave.cuneo@state.co.us or 303-764-7842 or Samantha Tanner at samantha.tanner@state.so.us or 303-764-7869 if you have any questions.

COFRS Month-End Close December (Period 6) & January (Period 7)

Due to the mandatory furloughs on Friday, January 15, 2010 and Friday, February 12, 2010 the COFRS system will be unavailable for transaction processing on these days. Therefore, the COFRS month-end close will be effective on each of the preceding Thursdays. As a result, only transactions with accepted dates of Thursday, January 14, 2010 or prior will be included for period 6 close and only transactions with accepted dates of Thursday, February 11, 2010 or prior will be included in period 7 close. Please contact your FAST representative if you have any questions.

COFRS Security Policy Change - WHOM Table Access

The Statewide Security Policy for Access to the State Financial System contained in Chapter 10, Section 1 of the March 2009 Fiscal Procedures Manual limits COFRS access to the WHOM table to the COFRS Helpdesk staff and COFRS Operations staff. With the elimination of the COFRS Helpdesk, WHOM table access has been added to the DPTS security group that is available to delegated security administrators. WHOM table entries assign agency codes to user profiles. WHOM access historically has been statewide in nature. In consideration of this policy change COFRS staff has modified the control level for the WHOM table from statewide to agency level. Any multi-department or statewide access continues to require approval of OSC's Statewide Security Administrator and related cross-department WHOM table entries will be made by COFRS staff. Please contact Tammy Nelson at tammy.nelson@state.co.us or 303-866-3891 if you have any questions.

Lease Classification Policy

The OSC has drafted a Lease Classification Policy to reflect changes to CRS 24-82-801 as a result of HB 09-1083. With these changes, a capital lease and a lease purchase have the same meaning as a capital lease as defined in Generally Accepted Accounting Principles issued by the Governmental Accounting Standards Board. A copy of the draft policy is at http://www.colorado.gov/dpa/dfp/sco/contracts/contractpolicies.htm. As a reminder HB09-1083 requires that state agencies (excluding the Department of Transportation, Higher Education Institutions, and the State Treasurer) obtain approval of the legislature for capital leases where the future minimum lease payments exceed \$500,000. Any questions or comments on the draft policy should be addressed to Bob Jaros at bob.jaros@state.co.us or 303-866-3765.

Mileage Reimbursement Rate Effective Jan 1, 2010 Just Released

CRS 24-9-104 states that on and after January 1, 2009, state officers and employees shall be allowed mileage reimbursement of 90% of the prevailing IRS rate per mile for each mile actually and necessarily traveled while on official state business and, when authorized to be utilized and necessary for official state business, 95% of the prevailing IRS rate per mile for four-wheel-drive vehicles (necessary because of road, terrain, or adverse weather conditions) and forty cents per nautical mile for privately owned aircraft.

The IRS mileage reimbursement rates and the State of Colorado rates effective January 1, 2009 and January 1, 2010 are shown below. Keep in mind that state travel that began before January 1, 2010 and ends after that date will need the mileage broken out between the two different rates.

Please see table on following page.

Mileage Reimbursement Rates

Mileage Rates	cents per mile	
	1/1/2009	
	to	Effective
	12/31/09	1/1/2010
IRS Rate	55	50
State of Colorado		
2WD	50	45
4WD	53	48

2009 Reporting for the Financial Responsibility and Accountability Act

The annual compliance statements related to the Financial Responsibility and Accountability Act were distributed via email on November 16th to the Executive Directors and/or Presidents of Institutions of Higher Education required to report under the Act. The statements with original signature (paper copy) are due to the Office of the State Controller (OSC) and the Office of the State Auditor by December 31st. Any questions should be addressed to your FAST representative.

Management Representation Letters

As audits near completion, please remember that a copy of the signed management representation letter must be submitted to the OSC. Any questions should be addressed to your FAST representative.

CPPS Calendar Year-End Reminder

As the end of the calendar year is approaching, we would like to remind everyone that it is imperative to make sure all W-2 taxable income is entered into CPPS before W-2's are processed. The most common entries that need to be made are for awards paid through COFRS (including gift cards), meals, tuition reimbursements, and worker's compensation. Please work with your payroll officer in your agency to ensure all information is entered into CPPS as soon as possible. The last monthly payroll for 2009 processes on December 22 and the last biweekly processes on December 23. Please contact Collene Smith at collene.smith@state.co.us or 303-866-3810 if you have any questions.

Purchase Order Statutory Violations

Effective January 1, 2010 the responsibility for the ratification of all purchase order statutory violations within the OSC will shift from FAST to OSC's Internal Auditor, Jennifer Henry. At that time please direct these ratification requests to Jennifer who can be reached at jennifer.henry@state.co.us or 303-866-3809. Please contact your FAST representative or Jennifer if you have any questions.

FY10/FY11 Open Close Training – Save the Date

General Open/Close training is scheduled for Wednesday, April 21, 2009, at the Department of Military Affairs from 9:00 – 12:00. Based on the results of the upcoming FAST customer service survey there may be additional optional training offered in the afternoon. "Open/Close Training for New Employees" and the higher education Open/Close training session have not yet been scheduled. Additional information will be published in a subsequent Alert as well as at the OSC website.

OSC Staff Changes / New FAST Agency Assignments

The OSC welcomes Barbara Sohnen to the Central Contracts Unit as a Contract Specialist. Barbara has a legal background and comes to the OSC from the Division of Human Resources. Welcome Barbara!

Jerrod Cotosman in Reporting and Analysis has accepted a position at the Department of Health Care Policy and Financing and is leaving the OSC effective December 31, 2009. Please direct questions and issues previously handled by Jerrod to R&A@state.co.us. Good luck Jerrod!

The OSC congratulates Susan Meade in FAST on her retirement effective December 31, 2009. Best wishes Susan! As a result, new primary and backup agency assignments are attached.